

# Department of Theatre Arts

Chase Fine Arts Center ♦ FAC 232

435-797-0085 or 435-797-3046

## EMERGENCY RESPONSE PLAN

June, 2014

The primary working location of the Department of Theatre Arts is the Southeast corner of the Chase Fine Arts Center, 1<sup>st</sup> and 2<sup>nd</sup> floors.

## Location of offices and work areas within the Department of Theatre Arts

### FAC 2<sup>nd</sup> Floor:

- Black Box Theatre FAC 224
- Black Box control room and booth FAC 226
- Classroom FAC 228
- Faculty Office (Nancy Hills) FAC 230
- Department Offices FAC 232/234
- Seminar Room FAC 236
- Costume Shop & Faculty Office (Louella Powell) FAC 229
- Sound Studio FAC 303 (access from Morgan lobby, Sec B door-upstairs)
- Control Booth FAC 155 (access from Morgan lobby)

### FAC 1<sup>st</sup> Floor:

- Morgan Theatre FAC 153
- Scene Shop & Office (Matt Stowe) FAC 153 (East of Morgan Stage)
- Propland Under Morgan Stage (access from Morgan stage)
- Costume Storage FAC 151
- Faculty Office (Bruce Duerden) FAC 148
- Men's Chorus Dressing Room (makeup classroom) FAC 146
- Small Dressing Rooms FAC 149, 147, 145, 143, 141
- Women's Chorus Dressing Room FAC 140
- Faculty Office (Dennis Hassan) FAC 138
- Dance Studio FAC 136
- Faculty Office (Jason Spelbring) FAC 139A
- Faculty Office (Shawn Fisher) FAC 139
- Faculty Office (Leslie Brott) FAC 139C
- Faculty Office (Richie Call) FAC 139D

### University Reserve:

- Faculty Office UR 129
- Faculty Office (Adrienne Moore) UR 127
- Faculty Office (Matt Omasta) UR 125
- Grad Lab UR 201
- Design Lab UR 103A

## SPECIAL NEEDS OF THE DEPARTMENT

The Department of Theatre Arts includes two on-campus performance spaces – The **Morgan Theatre**, with a seating capacity of 700 (not including performers and stage crew), and the **Black Box Theatre** (FAC 224), with a seating capacity of 90 (not including performers and stage crew). It also includes one off-campus performance space – The **Caine Lyric Theatre** with a seating capacity of 360 (not including performers and stage crew).

All performance spaces have electrical dimmers and stage lighting equipment.

The **Morgan Theatre** has a fly loft, scene shop with building, welding and painting equipment and supplies, an actor passageway under the theatre house seats with entrances from the center stage and stairways on either side of the stage, an orchestra pit under the stage, accessible through openings in the stage floor, and a large prop and furniture storage space underneath the stage, accessible through stairs/ladders on either side of the stage and the freight elevator in the scene shop.

The **Black Box Theatre** is accessible through two doors in the hallway of the Department of Theatre Arts (FAC 224) and through an interior door of the control room storage area (FAC 226A). The control room (FAC 225) houses the control both with the dimmer and lighting controls for the theatre. There is also an interior door in the control room that connects with the classroom (FAC 228) that is used for a green room and quick change area during theatre performances.

The **Caine Lyric Theatre** has a street level, which includes the theatre entrances, a ticket office, accessible through a small door on the West lobby stairwell, a gallery on the East side, lobby, restrooms, custodial and storage closets, and backstage access through the West gallery and East hallway by the restrooms. A balcony level, accessible through stairwells in the main and East lobby. And a lower level, accessible through stairwells on either side of the backstage area, with dressing rooms, green room, utility closets, restrooms and storage rooms. There is a small freight elevator backstage on the East side of the stage. There are exterior doors on both the West and East sides of the backstage area.

## EMERGENCY SUPPLIES AND EQUIPMENT

### First Aid Kits:

- Department Office – work room above copier (cabinet marked)
- Scene Shop – outside tool crib
- Costume Shop – shelf West of dye room door

AED: 1<sup>st</sup> Floor – mounted on South wall next to water fountain outside Morgan stage door

## FIRE EXTINGUISHER LOCATIONS

### 1<sup>st</sup> Floor:

- above water fountain on South wall
- mounted on Southeast wall inside Costume Storage door (FAC 151)
- mounted on Northeast wall inside Morgan stage door (FAC 153)
- mounted on back wall of stage (north end)
- mounted on Northwest wall inside door from stage to scene shop
- mounted on South wall by elevator
- on each welding cart in scene shop

### 2<sup>nd</sup> Floor:

- above water fountain on South wall
- mounted on South wall of hallway by West door of Black Box (FAC 224)
- mounted on Northwest wall inside Control Room door (FAC 226)
- mounted on Northeast wall of Costume Shop (FAC 229)
- mounted on wall inside door to dye room on East side(FAC 229)

## Caine Lyric Theatre Fire Extinguisher Locations

- On wall by stage right alley exit door
- Stage right above the circuit box by the fire curtain pull
- Stage left on wall left of fly loft ladder
- On stage left props table over stairwell
- Downstairs on wall by women's restroom
- Downstairs on wall by stage left exit stairs
- On wood panel wall under East lobby balcony stairs
- On the wall of SM control booth just inside the door on the right

Only use a fire extinguisher if you can safely do so and escape if it is not successful.

### Fire Alarm Pulls

- On wall by every exit.

## EMERGENCY NUMBERS

Police, Fire, Ambulance, HazMat	9-1-1
USU Police Non-Emergency	(435) 797-1939
Logan City Non-Emergency Central Dispatch	(435) 753-7555
Central Dispatch (Logan City Non-Emergency)	(435) 753-7555
Poison Control Center	800-222-1222
USU Facilities (day time)	(435) 797-3535
[For evening Facilities emergencies call USU Police Non-Emergency number]	
Emergency Alert System	Sign up for CODE BLUE Listen to KVNU 610 am radio

## THEATRE DEPARTMENT CONTACTS

Ken Risch, Department Head (435) 797-3047 (o)

### Team Leaders

LuAnn Baker	(435) 797-3046 (o)	(435) 770-2922 (c)
Liz Wilson	(435) 797-0085 (o)	(443) 834-0007 (c)

## CHAIN OF COMMAND

1. Ken Risch, Department Head  
Work Phone: (435) 797-3047 Home Phone: (435) 753-0871
2. LuAnn Baker, Administrative Assistant  
Work Phone: (435) 797-3046 Cell Phone: (435) 770-2922
3. Liz Wilson, Staff Assistant  
Work Phone: (435) 797-0085 Cell Phone: (443) 834-0007

## STAFF WITH SPECIAL TRAINING OR EXPERTISE:

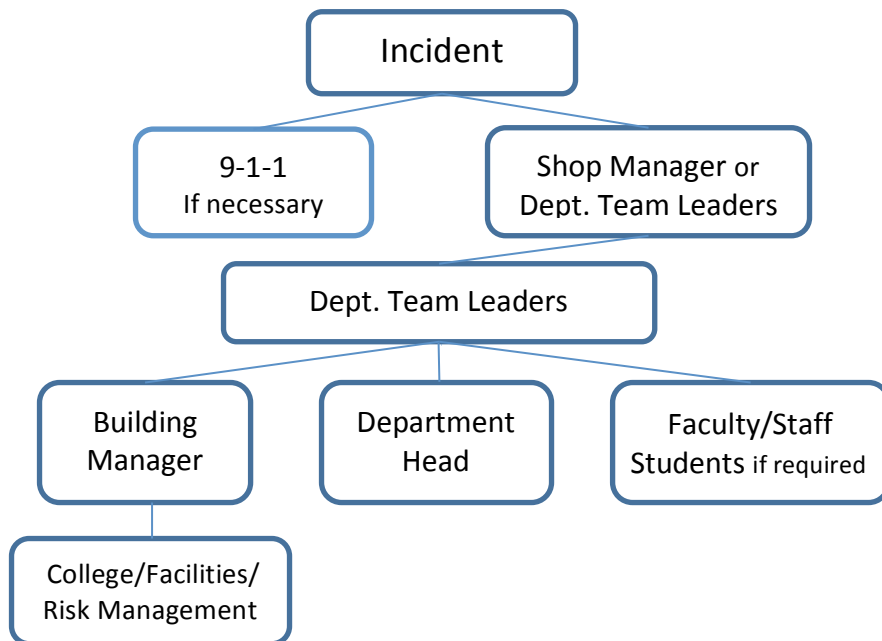
- LuAnn Baker, Team Leader, Red Cross First Aid/CPR/AED certification Work Phone: (435) 797-3046
- All Theatre students attend fire training once a year.
- Theatre faculty and staff are expected to attend fire training a minimum of every other year.
- All Theatre faculty, staff and students are expected to sign up for CODE BLUE.

## DEPARTMENT EMERGENCY PREPAREDNESS COMMITTEE

Ken Risch (Department Head), Bruce Duerden, LuAnn Baker, Matt Stowe, Liz Wilson

## DEPARTMENT ACCIDENT/INCIDENT PROTOCOL

1. Staff or students at accident/incident scene notify emergency responders if required.
2. If accident/incident takes place in one of the shops during work hours, notify the shop manager:
  - Costume Shop – Louella Powell
  - Scene Shop or Morgan Theatre – Matt Stowe or Bruce Duerden
3. If incident takes place anywhere else, or after work hours, notify a Department Team Leader:
  - LuAnn Baker (435) 797-3046 ▪ cell: 435/770-2922
  - Liz Wilson (435) 797-0085 ▪ cell: 443/834-0007
4. Shop Manager notifies a Department Team Leader.
5. Department Team Leader notifies Department Head and, when required, the Building Manager.
6. Building Manager notifies College, Facilities, Risk Management or other designated personnel as required.
7. Department Team Leader follows the “calling tree” to notify faculty and staff if needed.
8. Status information should be obtained during the notification process and relayed back through the “calling” tree chain so that the department has current information during any emergency/incident.



## Emergency Evacuation Routes for Theatre Department

- 1<sup>st</sup> floor:      Exit through SE door  
                     Exit through Green Room and out South doors  
                     Exit out Morgan Scene Shop door
- 2<sup>nd</sup> Floor:      Exit down SE Stairwell and through SE door on 1<sup>st</sup> floor  
                     Exit through Morgan lobby and out Kent lobby doors  
                     Exit through Morgan lobby down ramp and out Courtyard doors

**Use any available exit door and go to designated meeting point.**

### PRIMARY EMERGENCY & EVACUATION MEETING POINT

- Outside Southeast door of Theatre wing

### ALTERNATE MEETING POINT

- Southwest corner of 400 N. 1200 E. by church

### PERSONS NEEDING ASSISTANCE

- Team Leaders or persons they designate will assist faculty/staff with mobility issues during evacuations.

### STAFF ASSIGNMENTS

#### Team Leaders

LuAnn Baker	(435) 797-3046 (o)	(435) 770-2922 (c)
Liz Wilson	(435) 797-0085 (o)	(443) 834-0007 (c)

Team Leaders route information to Department Head, Building Manager, Building Reps (when needed), Shop Managers and Area Faculty. Team Leaders coordinate all communications in the event of an emergency.

#### Shop Managers

Louella Powell	(435) 797-9057	students and employees in Costume Shop
Matt Stowe	(435) 797-3048	students and employees in Scene Shop

Shop Managers route information back to the Team Leaders.

## Area Faculty

Leslie Brott	(435) 797-3139
Responsibilities:	BFA Acting Faculty and Students
Bruce Duerden	(435) 797-3026
Responsibilities:	BFA Design/Tech Faculty and Students
Matt Omasta	(435) 797-3103
Responsibilities:	BFA Theatre Ed Students (including Ed minors)
Ken Risch	(435) 797-3047
Responsibilities:	BA Students (including Theatre minors)

All Area Faculty route information back to the Team Leaders.

## FACULTY AND STAFF RESPONSIBILITIES

In the event of an emergency:

- Faculty members are responsible for the students in their classes.
- Shop managers are responsible for the students and employees in their shops.
- Area Faculty are responsible for notification of their area faculty and students, and reporting back to the Department Team Leaders. Area faculty may assign each faculty member in their area a specific list of students to contact in an emergency. A copy of all assignments made by area faculty should be given to the Department Team Leaders.
- Team Leaders are responsible for the overall safety of department personnel. Team Leaders notify the department head, building manager and area faculty as required. Team Leaders are responsible for obtaining and distributing student contact information, and disseminating all emergency planning and procedures information to administration, faculty, staff and students of the department.

## EMERGENCIES OR EVACUATION DURING PERFORMANCES

Black Box Evacuation:

- Ushers are responsible for assisting the House Manager with the evacuation of the audience in case of emergency.
- Audience members should exit the nearest theatre door
  - ✓ The Primary evacuation route is to move through the lobby and either down the ramp and out the door into the courtyard, or out the glass doors of the Kent Concert Hall lobby into the courtyard and way from the building.
  - ✓ The Secondary evacuation route is to move East through the theatre wing hallway, down the stairs, out the Southeast door and away from the building.
- Cast and crew should exit the nearest door and move to the designated meeting location.



### Morgan Theatre Evacuation:

- Ushers are responsible for assisting the House Manager with the evacuation of the audience in case of emergency, and should be familiar with the duties and evacuation routes designated in the Usher manual.
- Audience members should exit the nearest theatre door.
  - ✓ Those seated House Right should move East through the theatre wing hallway, down the stairs, out the Southeast door and away from the building.
  - ✓ Those seated House Left should move through the lobby and either down the ramp and out the door into the courtyard, or out the glass doors of the Kent Concert Hall lobby into the courtyard and way from the building.
- Cast and crew should exit the nearest backstage door and move to the designated meeting location.

### Caine Lyric Theatre Evacuation:

- Ushers are responsible for assisting the House Manager with the evacuation of the audience in case of emergency, and should be familiar with the duties and evacuation routes designated in the Usher manual.
- Audience members should exit the nearest theatre door.
  - ✓ Those seated in the balcony should exit out the East balcony door, move, down the stairs, and out the nearest lobby door and away from the building.
  - ✓ Those seated House Right should move through West theatre entrance and out the gallery door or nearest lobby door and away from the building.
  - ✓ Those seated House Left should move through East theatre entrance and out the nearest lobby door and away from the building.
- Cast and crew should exit the nearest backstage door.
  - ✓ Those in the green room or dressing rooms should move up the East stairs (dressing room stairs) and exit through the East backstage door and move to the designated meeting location. Using the East stairwell will prevent possible hazards from the House Right loge door and potential audience evacuation crowds.
  - ✓ Those backstage Right should exit through the East backstage door and move to the designated meeting location.
  - ✓ Those backstage Left should exit through the West backstage door (loading door) and move to the designated meeting location.

### PRIMARY EMERGENCY & EVACUATION MEETING POINT

- Behind (West side) of Ellen Eccles Theatre by dumpsters

### ALTERNATE MEETING POINT

- South side of Ellen Eccles Theatre (by loading dock)

## TD and/or Production Manager Responsibilities for every production, regardless of venue:

- When present, ensure that cast and crew are following procedures and safe, and then assist with evacuation of audience or individuals with special needs.
- Ensure theatre is empty.
- Check with SM to ensure everyone is accounted for.
- Be available to emergency personnel if they need information.
- Contact Department Team Leader with information about emergency and status of all cast and crew members as soon as safely able to do so.

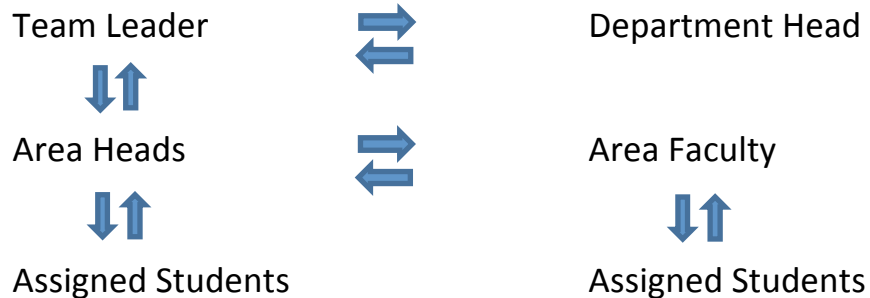
## Stage Manager Responsibilities for every production, regardless of venue:

- Understand department emergency plan and procedures.
- Ensure all cast and crew members know what to do in an emergency.
- Assign individual crew members specific duties in the event of an emergency or evacuation. Keep copy of assignments in SM book and give copy to Team Leader.
- Contact Department Team Leader with information about emergency and status of all cast and crew members as soon as safely able to do so.

## PERSONS NEEDING ASSISTANCE

- Stage managers or persons they designate will assist cast/crew with mobility issues during evacuations.

## DEPARTMENT EMERGENCY/DISASTER “CALLING” TREE



### **CALL OUT**

In the event emergency/incident notification originates from the university President’s office, the department “calling” tree will begin with the Department Head. All other emergency/incident notification should begin with the Department Team Leader.

### **CALL IN**

Status information should be relayed back to the Department Team Leader as soon as possible following notification of an emergency/incident.

### **KEEP CURRENT**

All faculty, staff and students are responsible for giving the Department Team Leaders correct contact information.

### **CALL OR TEXT**

Notification may be made via text if phone calls are not answered. When making text notification be sure to identify yourself by name in the text.

### **RESPOND**

If notified via text, you **MUST** respond. Include your name in your response. Include status information that can be relayed back to the Department Team Leader.

## DEPARTMENT PERSONNEL ROSTER

<b>Name</b>	<b>Office</b>	<b>Office Phone</b>
Baker, LuAnn ▪ Team Leader	234	435-797-3046
Brott, Leslie	139C	435-797-3139
Call, Richie	139D	435-797-3050
Duerden, Bruce	148	435-797-3026
Fisher, Shawn	139	435-797-2120
Hassan, Dennis	138	435-797-3024
Hills, Nancy	230	435-797-3049
Moore, Adrienne	UR 127	435-797-3023
Omasta, Matt	UR 125	435-797-3103
Powell, Louella* ▪ Costume Shop Manager	229A	435-797-9057
Risch, Ken ▪ Department Head	232A	435-797-3047
Spelbring, Jason	139A	435-797-3022
Stowe, Matt ▪ Scene Shop Manager	153A	435-797-3048
Wilson, Liz ▪ Team Leader	232	435-797-0085

\* Mobility issues - evacuation assistance required

## CRITICAL FUNCTIONS OF THE DEPARTMENT

Critical Function	Essential Resources	Responsibility	Strategies to Ensure Continuation
Office	Computers, copier		Move to Caine Lyric Theatre or apartment
Performance Space	Lighting & sound equipment, construction equipment and materials		Move to Caine Lyric Theatre
Costume Shop	Construction equipment and materials		Move to Caine Lyric Theatre
Scene Shop	Construction equipment and materials		Move to Caine Lyric Theatre